Assistant Information Systems Analyst

We're looking for energetic, creative, and talented employees to join our dynamic organization! Our mission is to administer and enhance energy and community service programs that result in an improved quality of life and greater self-sufficiency for low-income Californians. If you are looking for an opportunity to make a difference and you are motivated to use your knowledge and experience to build a challenging and satisfying career – look no further! The CSD strives to create a work environment that supports the growth and development of its employees and recognizes the contribution of each individual. We are located within walking distance of many restaurants and offer FREE Parking! What are you waiting for? Apply today!

Salary
$3,106 – $5,050

Final Filing Date
July 10, 2014

Applications postmarked after the Final Filing Date will not be accepted.

Position Location
Administrative Services Division
Sacramento – Natomas Area

Position Number
016-190-1479-003

Reference Bulletin #13-58 in the "Job Title" section of the State application, Std. 678

Who Should Apply
Applicants must be state employees who are currently in the Assistant Information Systems Analyst classification, or have current list or transfer eligibility for appointment to this class. Applications will be screened for eligibility and only those that best meet the requirements of the job will be considered. Appointment is subject to SROA/Surplus provisions.

Send Application To
Department of Community Services and Development
Attn: Human Resources (#13-58)
2389 Gateway Oaks Drive #100
Sacramento, CA 95833

Questions About the Job
Careers@csd.ca.gov
(916) 576-5296

Duties

Under the general direction of the Data Processing Manager II, as a team member of the Information Technology Services Unit, the incumbent is responsible for duties that include, but are not limited to the following:

- Configure and install personal computers, laptops, printers and peripherals to Windows operating system devices.
- Install PC hardware or software, resolve connectivity problems, reset passwords and configure Windows operating system.
- Maintain inventory control of all hardware.
- Prepare State's equipment survey, recycle or disposal process for electronic equipment.
- Assist Subject Matter Experts with developing meeting agendas attend and take notes for review and approval.
- Coordinate meeting calendars.
- Document work plans, business rules, requirements and system specifications.
- Document procedural documents and training tools.
- Program CSD's voice over the internet protocol telephone instrument.
- Serve as back-up to other IT staff in the administration of the Department's VOIP, analog telephone lines, and Call Center Software.
- Provide end user training on telephone usage/features and voice mail management
- Create quick reference guides and procedures for the usage of the telephone or voice mail system.
- Maintain a database of departmental telephone numbers.
- Coordinate local and State telephone directory listings.
- Assist with the set-up of conferences/meetings that require laptop computers and projectors.

Desirable Qualifications
Applicants applying for this position should demonstrate:

- Effective communication skills.
- Ability to think logically and problem solve.
- Ability to work with others.
- Excellent customers service skills.
- Work effectively in a team environment.